

STATE OF ARIZONA
DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION

*(Guidelines for The Preparation of Project Specific
Utility Reports)*

UTILITY REPORT

PROJECT NAME
TRACS NO.

(Stage XX)

CONSULTANT FIRM NAME
ADDRESS

SUBMITTED BY: _____
Phone Number _____

MONTH YEAR

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1.0 BACKGROUND

1.1 INTRODUCTION

This section should contain a brief overview of the focus of the utility report at this stage of the project. For example at Stage I (15%) the focus may only be on initial inventory of utility partners, Stage II (30%) will be on horizontal utility information. Depending on the scope, the focus may be limited to only portions of the project, and so on as the project progresses. Part B: Dictionary Of Standardized Work Tasks Section 431 of the consultants scope of work identifies the general focus for the utility report at each stage as a reference. For Stage I the submittal requirements is this initial focus plus the ownership list described in Section 2.1. The submittal of the formal Utility Report to U&RR shall begin with the Stage II submittal

1.2 PROJECT LOCATION/ SCOPE

1.2.a This section should contain a general description of the project location. (Include milepost and station limits for the project such as MP 252.8 to 254.3, Sta. 1254+00 to 5300+50, etc)

1.2.b. This section should contain a brief overview of the original project scope of work (i.e. new roadway, widening, climbing lane, depressed, ground level or elevated, etc). Elements that will or could impact utility facilities should be identified (i.e. culvert extensions, roadway widening, structures, walls, traffic signals, etc) (this information should be a reflection of the project scoping documents i.e. FPA or subsequent submittals)

1.2.c. This section should contain a brief overview of any change in scope of work. This should include work added to or deleted from original scope (i.e. added Rt./Lt. turn lane widening, traffic signals, drainage extensions, etc). There should also be a general description of how scope change may or will impact utilities. Designer shall work with utility companies to identify impacts due to scope change.

1.3 PROJECT/UTILITY IMPACT OVERVIEW

This section will describe the anticipated impacts to the project by utility facilities, in a general narrative form by utility type. Details of specific impacts and resolutions will be contained in subsequent sections of the report. For example, “embankment slope will partially cover 4 overhead power poles reducing the vertical clearance to the power lines thus requiring the relocation (or raising) of 4 power poles. Underground fiber optics are within the project from Mill Street(Sta 2300+00) to Baja Street (Sta 2900+00) left of C/L only and will be effected by drainage extension work from Sta 2453+50 Lt to Sta 2700+00 Lt. Gas facilities are at the south end of the project only to Sta 2300+25 and are

not anticipated to be effected by overlay work. Telco has copper and fiber facilities in various locations throughout the project and have varied conflicts with widening, traffic signals and drainage work” etc.

It is anticipated that conditions and information may change through the design and utility coordination process. This section should be updated at each stage to reflect changes.

2.0 EXISTING UTILITIES

2.1 UTILITIES AND AGENCY CONTACT LIST (EXHIBIT A)

A listing shall be prepared which will include the name of each utility company that has facilities within the project limits, the name of the utility representative, his phone number, cell number (if available), fax number, mailing address and email (if available).

For the Stage I submittal the list of existing utilities in the project area can be found by calling “Blue Stake”. ADOT’s permit log is another good source to find existing utilities in ADOT R/W along with researching ADOT as-built records and utility records of underground facilities in the project area. Confirmation of the appropriate company representative should be done for this project by contacting utility companies prior to completing the report. Blue stake representative numbers provided by the center are typically not the design interface needed. Ask the blue stake representative you contact for their engineering representative for the company for the area in question. For Stage I, just a list of companies in the project area, the name of their contact representative and their phone number is adequate, but as design progresses to Stage II confirmation of the design interface should be made. A more definitive listing of utilities within the project limits along with the contact names and phone number is required for this report.

If the designer is directed, by the U & RR utility coordinator to use ADOT’s Utility Locating On-Call Consultant as part of the utility designating function the Stage II submittal list shall be refined as needed to include any additional utility companies identified through that process. For projects on tribal lands involving tribal utilities each utility must be contacted individually as they do not prescribe to Blue Stake.

The contact listing shall be updated at Subsequent Stage submittals to include any updated information.

2.2 UTILITY AND AGENCY CONTACT AND INVENTORY (EXHIBIT B)

Stage II will begin the creation of EXHIBIT B which is intended to be a working list of all utility facilities within the project limits and includes the status of the conflict identification and mitigation efforts expended with each submittal.

Stage II will include only identification of the utility, the owner and an initial identification of the conflict and location. Stage III will include the initial entries of the remaining columns. Stage IV will include the final updated information

The narrative portion of this section is intended to supplement EXHIBIT B and convey the discussions held to date with each affected utility company and shall include an update on significant issues either in progress or lack of progress for each utility for each stage submittal. The Stage II submittal shall include a summary of the initial discussions if any with each utility company or agency. The Stage III submittal shall include a summary record of the discussions that have taken place to-date between the designer and each utility company regarding the identification of utility conflicts and mitigation measures. Record of discussions should include options to adjust ADOT civil plans to avoid utility conflicts. Justification should be given to support the agreed upon mitigation measures. A copy of all correspondence between the designer and each utility company shall be made available if requested by the U&RR coordinator. The submittal shall also include a description of the betterments and/or the facility each utility desires for ADOT to include in the ADOT project as either a prior right or non-prior right facility. The Stage IV submittal shall include any updated information to the discussions held by the designer with each utility company.

The narrative section shall also describe any supplementary information germane to the utility relocation or preparation of a utility agreement. For example it should be noted that "the utility desires ADOT to perform the trenching required for the utility" or that "the utility is not financially capable of undertaking the relocation construction operation".

2.3 UTILITY DATA ORIGIN SUMMARY

This section should include information pertaining to how horizontal and vertical utility information was obtained by the designer. Facilities identified in EXHIBIT B shall be identified as either as-built, field survey, U&RR on-call (list name of on-call company used), utility company drawings, ADOT permits, or other (identify source). This will help establish the accuracy level of information and the possibility for needing additional potholes or verification work to confirm accuracy earlier in the design process. This could be provided in narrative or table form. This shall include the originator of the pothole data as well. There may be occasions that the originator of the pothole data is not from a U&RR on-call, but from a utility company, designer, etc. It is important in this section to have the report confirm that the survey control on information provided is on the same datum as the project design.

2.4 POTHOLE REQUESTS

The Stage III submittal shall include a listing of the pothole data requested of the ADOT on-call consultant and the completed data received back. Both request and data shall be shared with all effected utility companies.

The Stage IV submittal shall include completed pothole data requested and received as a supplement to the Stage III submittal covering newly discovered items of concern or additional potholes requested.

3.0 UTILITY RELOCATION

3.1 RELOCATION DESIGN

This section shall indicate which utilities shall redesign and relocate their own facilities and which utilities the ADOT design consultant will design and include in the ADOT bidding documents.

3.2 RELOCATION DESIGN REVIEW

The Stage IV submittal shall include a notification of approval of utility company relocation plans as being in conformance with the ADOT project. Also included shall be a construction schedule for each utility performing work for the project.

3.3 RIGHT OF WAY RELATED ISSUES

This section should include information regarding the right of way needs for each utility, i.e. what the right of way is needed for, the location, dimensions, the type of right of way i.e. easement, Fee Title, TCE, etc, who is obtaining the right of way (ADOT or company) the time line for acquisition, status at time of this report, cost, how it will be paid. This could be provided in narrative or table form along with a map or plan sheet complete with dimensions and location information of requested for new right of way.

The ADOT Right of Way department shall be informed prior to Stage II if new utility right of way requirements exceed what is needed for the highway improvements. Additional right of way may be purchased by ADOT for utilities but only for those with prior rights.

3.4 PROJECT SCHEDULING ISSUES SPECIFIC TO UTILITIES

This section should include a summary of information identifying potential conflicts with the project schedule by each utility. Describe utility issues that potentially conflict with the project schedule. For example, 1 year design lead time needed, material delay for steel poles, funding for relocation costs for non prior rights

requires 6 months from design acceptance. This will help keep scheduling issues from getting buried in the report. This could be provided in narrative or table form.

3.5 COST ESTIMATE (EXHIBIT C)

The Stage II submittal shall include an initial cost evaluation.

The Stage III submittal shall include an initial cost estimate plus a list by prior rights of who is responsible for payment of relocation work. The submittal shall also include an estimate for the cost of betterments to be included in the ADOT project.

The Stage IV submittal shall include a copy of each cost estimate prepared by each utility company expecting prior rights compensation for relocation costs along with a final estimate of the costs for betterment work to be included into the ADOT project and paid for by the utility.

4.0 UTILITY CLEARANCE LETTER

4.1 CLEARANCE LETTER

Utility Clearance Letter should be submitted at Stage IV, together with copies of correspondence from utility companies verifying the information, to U & RR for review and concurrence. This shall include the Consultant's final review and submittal of Section 107 or other Special Provisions related to utility work.

1. If there are no conflicts:

A statement that there are no utility conflicts with the project shall be used only when there are no utility facilities needing adjustment or when all adjustments have been completed prior to writing the Clearance Letter.

2. If adjustments are needed:

The Clearance Letter shall list each utility company separately, showing:

- a. The name of the company, address, contact name and phone number.*
- b. The nature of required adjustment*
- c. The status of Agreements and applicable permits (City, County, Forest, State Land, etc.)*
- d. The status of the utility adjustment*

(1.) Completed

- (2.) *To be done by contractor during construction*
- (3.) *To be done by utility company during construction, with estimated completion date or number of working days required following milestone achievement*
- (4.) *In progress, with estimated completion date*

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